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DD/S 57-814

11 March 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : DD/S Organizational Units That Could Function in a Location Other Than the New Building

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 5.

2. In accordance with your instructions I held a meeting with the Building Planning Staff Officers and presented them with the information we discussed on 6 March 1957 relative to the organizational units that a study group recommended for location outside the new building. (Tab I)

3. The Building Staff Officers were requested to discuss the necessary reductions with their Office Heads and advise me at a meeting at 1500 hours, 11 March 1957, of the space that the Office Head would authorize to be placed in a location other than the new building. Attached are memoranda from the Office Heads making the requested authorizations; where no memorandum is attached, verbal approval has been received.

4. You will note that 99,505 sq. ft. less in DD/S space is in excess of the 95,925 sq. ft. originally allocated to DD/S. This excess has been reduced by a DDP/TSS request of 2,500 sq. ft. to be located in the new building.

5. It is recommended that you authorize the Building Planning Staff to reduce the DD/S space requirements in the new building by 99,505 sq. ft. The units listed in Tab II will be located outside the new building.

/s/

cc: Director of Logistics

The recommendation contained in paragraph 5 is approved.

L. K. WHITE
 Deputy Director
 (Support)

SA/DDS/RBJH:er

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